

Wide Format Printing Order Guide

The UPS Store #4066 / Westmont High School

This guide explains how to use the interactive calculator, located at 4066-stack.github.io/4066whs/, to quickly generate a cost estimate and a final PDF order request for The UPS Store #4066. The generated PDF ****must** be emailed to GradinDodson@gmail.com.**

1. Building Your Order (Job Cards)

The "Build Your Order" section uses dynamic job cards to calculate the cost for each print item.

A. Add/Remove Jobs

- To start, click the **"Add Job"** button if you need more than one print item.
- To remove an item, click the small **trash can icon** next to the job title.

B. Enter Job Details

For each job card, you must provide the following information:

| Field | Requirement | Constraints |
|-----------------------------|--|--|
| Associated File Name | The exact name of the digital file (e.g., <code>gym_banner_final.pdf</code>). | N/A |
| Dimensions (W x H) | Enter the desired Width and Height in inches. | Minimum size is 12" x 12". Maximum height is 120". |
| Quantity | The number of copies needed for this specific job. | Must be 1 or more. |
| Material | Select the paper type from the dropdown based on your needs. | The calculator automatically enforces the maximum width for your selection. |
| Orientation | Choose Portrait or Landscape . | This is used for production purposes. |

*Note: The **Order Summary** updates instantly with pricing and any necessary minimum order surcharges as you type.*

2. Contact Information

In the footer section, please fill out the required information for order fulfillment and notification.

| Field | Purpose |
|---------------------------------------|---|
| Department/Contact Name, Email, Phone | Standard contact information. (Browser autofill is enabled). |
| Desired Completion Date | Specify the date you need the order to be ready. |
| Payment Method | Choose Card on File or Cash . |
| Delivery Method | Select your preferred method, noting the associated fees: Store Pickup (\$0), School Drop-off (Mondays) (+\$0.75), or UPS Ground (+\$25.00). |

3. Generating and Submitting the Order

Once all job cards and contact information are complete, use the **Generate PDF** button at the bottom right.

1. Click the **Generate PDF** button.
2. The application will briefly hide the screen and open your browser's **Print Dialog**.
3. In the Print Dialog, you **must** change the destination (printer) to **"Save as PDF"** (or **"Microsoft Print to PDF"**, etc., depending on your system).
4. **Save the generated PDF file to your computer.**
5. **Email the saved PDF order form and the actual file(s) for printing** to the school's representative address: GradinDodson@gmail.com.